TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

ARCHITECTURAL REVIEW BOARD APPLICATION FOR AN AMENDMENT TO AN APPROVED APPLICATION

The undersigned hereby applies for an Addition to an Existing Structure under the provisions of § 58-76 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that the applicant or a duly appointed representative must be present at the public hearing.

Submittal of this form with original signatures is required PLEASE PRINT OR TYPE (Unless otherwise indicated.) **Subject Property Information** Address: Name of business associated with this application: Building/Development Name: Type of Use (please specify whether commercial, industrial, office, residential, or other): Related Applications or Plans (i.e. Site Plan, Plan Revision, SE, BZA) and Date of Approval (if applicable): **Applicant Information** Name and Title: Mailing Address: Telephone Number(s): Fax number: E-mail address: Signature: (Original Signature Required. No faxes or stamps.)

ARCHITECTURAL REVIEW BOARD

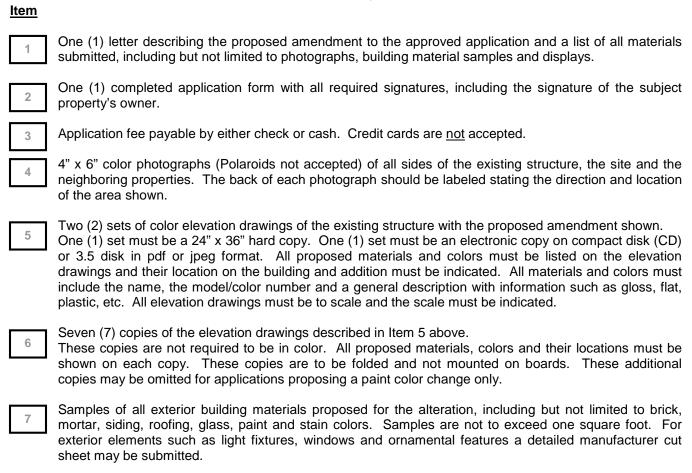
AMENDMENT TO AN APPROVED APPLICATION - continued

Agent or Representative Information (If different than above.)			
Name and Title:			
Mailing Address:			
Telephone Number(s):			
Fax number:			
E-mail:			
Signature:			
(Original Signature Required. No faxes or stamps.)			
Property Owner Information (If different than	above.)		
Name and Title:			
Mailing Address:			
Telephone Number(s):			
Fax number:			
E-mail:			
Signature: (Original Signature Required. No faxes or			
stamps.)			
For Office Hos Only			
For Office Use Only: Application Received by:	Date:		
Fee Paid:	Case No:		
Public Hearing Date:	Action:		
Tax Map Reference Number:		Zoning District:	
Status of Taxes:	<u> </u>		

ARCHITECTURAL REVIEW BOARD

AMENDMENT TO AN APPROVED APPLICATION - continued

APPLICATION REQUIREMENTS



ARCHITECTURAL REVIEW BOARD

AMENDMENT TO AN APPROVED APPLICATION - continued

INFORMATION SHEET

The Architectural Review Board holds a public hearing on the third working Monday of the month with a work session on the Wednesday prior to that meeting. The public hearing starts at 7:30 p.m. or immediately following the Heritage Preservation Review Board meeting, whichever is later and takes place in the Herndon Council Chamber located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:30 p.m. or immediately following the Heritage Preservation Review Board meeting, whichever is later and takes place in the Hoover Conference Room of the Council Chambers at the same location. These meetings are noted on the Herndon Town Calendar.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the work session to address any issues that the Board may have, your application may be deferred to a future public hearing scheduled approximately 30 days from your original public hearing date. It is recommended that you or a representative be present at the public hearing in order to answer any questions that the Board members may have. If an applicant is not represented, it is likely that the item will be deferred by the Board to the next regularly scheduled public hearing.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. PLEASE NOTE THAT THE APPLICATIONS MUST BE COMPLETE AND THAT IT IS THE APPLICANT'S RESPONSIBILITY TO INSURE COMPLETENESS. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PLACED ON THE BOARD'S UPCOMING AGENDA. Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

The following 2008 application deadlines, work session and public hearing dates are provided for your convenience:

APPLICATION DEADLINE December 27, 2007 January 24, 2008 February 14, 2008 March 20, 2008 April 17, 2008 May 15, 2008 June 19, 2008 July 17, 2008 August 14, 2008	WORK SESSION January 23, 2008 February 20, 2008 March 12, 2008 April 16, 2008 May 14, 2008 June 11, 2008 July 16, 2008 August 13, 2008 September 10, 2008	PUBLIC HEARING January 28, 2008 February 25, 2008 March 17, 2008 April 21, 2008 May 19, 2008 June 16, 2008 July 21, 2008 August 18, 2008 September 15, 2008
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September 18, 2008 October 16, 2008 November 13, 2008 December 18, 2008	October 15, 2008 November 12, 2008 December 10, 2008 January 14, 2009	October 20, 2008 November 17, 2008 December 15, 2008 January 19, 2009

If you have additional questions or to arrange for an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.